

**0.MINUTES OF THE COLLEGE ASSEMBLY MEETING
FEBRUARY 2, 2006
MEMBERS PRESENT**

DEANS: M. Conners, G. Kehrer, M. Laskowski-Sachnoff, D. Lemcoe, J. Lewis, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

R. Ellison, J. Kruszewski, M. Maciolek, T. Montani, A. Snopek, C. Weisz

FACULTY: G. Allen, J. Baker, X. Balabkins, S. Biswas, B. Cavanaugh, S. DelVecchio, E. Dikun, N. Granuzzo, C. Harrington, J. Lasky, A. Matagrano, N. Picioccio, E. Schatz, K. Shay

STUDENTS: D. Levine, A. Lowe, P. Patel, S. Patel, J. Pidich, C. Sanford, T. Sitaca

SUPPORT STAFF: L. Friedman, J. Fuller, R. Gons, M. Lotz

TASK FORCE CHAIRS:

Academic Standards: B. Gray*

Accessibility for Persons with Disabilities: M. Miniere

Bylaws: M. Spano

Campus Diversity: T. Orosz

Campus Life: C. Harrington

Community Concerns: D. Yoseloff

Curriculum: P. Fleming

Educational Resources: B. Richards for L. Ostar

GUESTS: A. Class-Rivera, E. Griffith, J. Gutowski, K. Hays, J. Spector

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: F. Gordon*

FACULTY: C. Bowers*, M. Lynch*, S. Rowley*

STUDENTS: R. Asiedu, N. Drelles*, V. Jambusaria, A. Latar*, E. Manresa, N. Shah*

SUPPORT STAFF: K. Gormish*

*Excused

Meeting of the College Assembly – February 2, 2006

With a quorum present, Professor Alice Picardo called the February regular meeting of the College Assembly to order on Thursday, February 2, 2006 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: R. Ellison Sec: C. Weisz

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Brenda Gray, Chair

No Report

B. Accessibility for Persons with Disabilities - Dr. Michael Miniere, Chair

No Report

C. Bylaws – Dr. Mathew Spano, Chair

Prior to Dr. Spano's presentation, Professor Picardo explained that all recommendations from the Bylaws Task Force may be presented at any meeting of the Assembly, however voting occurs at the next meeting of the College Assembly as per Bylaws Article 1.1101 which reads, "an amendment to the Bylaws may be adopted at any regular or special meeting of the College Assembly following a meeting at which it was proposed. Copies of the proposed amendment may be circulated to each member of the College Assembly at least five (5) school days before it is voted upon together with a statement."

She pointed out that this procedure illustrates the serious nature of creating and adapting Bylaws. The month that separates the presentation of the recommendation from the deliberation and voting allows the members of the Assembly to go out into the community and discuss the changes that are proposed, thus ensuring that the bylaws are known to the college community and reflect their considered decision.

Charge:

Coordinate, with the Task Force on Campus Life, an evaluation of the composition and purpose of said Task Force. Make appropriate recommendations.

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Recommendation:

The Bylaws Task Force recommends the following revised membership and purposes for the Task Force on Campus Life in place of those described in the current edition of the College Assembly Bylaws:

Membership:

A. Faculty	3
B. Faculty at large	1
C. Adjunct at large	1
D. Faculty Advisor to a Student Organization	1
E. Director of Student Activities	1
F. Director or representative from the Office of Health & Safety	1
G. Director of Academic Advising or Admissions or designee	1
H. Executive Director or representative from Facilities Management	1
I. Director or representative from Counseling and Career Services	1
J. Director or representative from New Brunswick or Perth Amboy Center	1
K. Support Staff from Police Department	1
L. Support Staff with direct student contact	1
M. Officer of the College Center Programming Board	1
N. Students	5
Total	20

Purposes:

Studies and recommends policy regarding:

- A. Student life (bookstore, clubs, food services¹, parking, and student activities).
- B. Use of facilities by campus community for activities that occur outside of the classroom situation.
- C. Student support services (academic advisement, admissions, athletics, bursar, counseling and career services, EOF, financial aid, library, minority student affairs, registrar, safety and health, testing, and tutoring).
- D. Campus oriented publications for internal use.

Rationale:

This charge was originally given to the Task Force on Campus Life during the 2004-2005 academic year. At that time, the members of the task force thought they needed more time to experience being independent from the Task Force on Community Concerns before fully addressing this charge. They felt that they were adequately prepared during the 2005-2006 academic year; hence, the

¹ This area includes the cafeteria, catering, vending, kiosks, special activities, and the like.

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College Assembly President (re)assigned the charge to the Task Force on Campus Life and the Bylaws Task Force.

Both task forces have worked closely on this charge. Through meetings, an exchange of minutes and reports, and constant interchange of suggestions and ideas, the respective task forces have revised the membership and purposes of the Task Force on Campus Life to reflect more accurately the needs and concerns of this relatively new task force.

Both task forces agree that since Campus Life is concerned with the use of space, a representative from Facilities Management should be added. We also agree that membership of support staff should be expanded to two people, including a representative from the Police Department as well as support staff with direct student contact, such as a laboratory coordinator or a representative from tutoring. To define the particular areas of Enrollment Management that would be most relevant to the Task Force, we agree that this representative should be designated as coming specifically from Advising or Admissions. Finally, we agree that an additional faculty member should be added to balance the number of directors and students. The total membership of the Task Force will increase by 3, from 17 to 20.

Regarding the purposes, both task forces agree that the purposes of the Task Force on Campus Life are more comprehensive and broader in scope than those defined in the current edition of the Bylaws. Both task forces agree that a more accurate description of the purposes is necessary. To this end, the Bylaws Task Force reviewed and revised recommendations made by Campus Life, a process that has resulted in the revised purposes listed above. For clarity, specific areas and offices have been listed alphabetically after “Student Life” and “Student Support Services”; in the same spirit, a footnote has been included for “food services.”

Charge:

Coordinate, with the Task Force on Community Concerns, an evaluation of the composition and purpose of said Task Force. Make appropriate recommendations.

Report:

The Bylaws Task Force reviewed the history of the reorganization of the Task Force on Student Life and Community Concerns into the two current task forces: The Task Force on Campus Life and The Task Force on Community Concerns. Along with this review, the Bylaws Task Force met with the current Chairs of Campus Life and Community Concerns on this matter, and heard reports on the views and concerns of the respective task forces. Moreover, a productive

dialogue was established among the Chairs involving meetings, an exchange of minutes and reports, and constant interchange of suggestions and ideas.

In their initial report, Community Concerns suggested that their task force be dissolved as a standing task force of the College Assembly and recommended reconstituting it as a College-wide advisory committee that works with the President and/or her designee. Their rationale included such key points as the need for representation on the Task Force by representatives of some outside community entities; the difficulty in getting a quorum due to members' engagement in off-campus interaction; and the task force's emphasis on maintaining dialogue with the outside community over recommending changes in college policy. Nevertheless, they emphasized the need for a mechanism to maintain such a dialogue with the surrounding community, to share the results of such dialogue with the College community, and to implement these results to make effective changes in a proactive fashion.

The Bylaws Task Force considered this suggestion and rationale and mapped out a series of possible outcomes for Community Concerns. While discussing the possibility of reconstituting Community Concerns as an advisory committee outside the College Assembly, we concluded that such matters were beyond the purview of the Bylaws Task Force. Essentially, our decision lay in whether or not to dissolve Community Concerns as a standing task force of the College Assembly.

We reasoned that if we were to dissolve Community Concerns, this body might not necessarily continue to exist in its present form since it would no longer be bound by the College Assembly Bylaws. If it were to be reconstituted outside the College Assembly, its membership, purposes, nomination & election procedures, etc. could very well change. We became concerned about the risk of losing faculty, staff, and especially student input on matters pertaining to the College's relationship to the surrounding community.

We fully agreed with Community Concerns that some mechanism is needed to further the College's dialogue with the surrounding community on such issues as traffic impact; building and development impact; environmental impact; security; transportation; advertisement and promotion of the College's image; employment/workforce changes; etc. And we felt that given the time to grow and develop, Community Concerns might become an ideal mechanism to address these issues. It could function as a nexus for the College's various dialogues with the surrounding community and utilize this information to make effective changes—i.e., it could realize its purpose as a College Assembly Task force, advising and making recommendations to the President. We considered the fact that the task force has only been in existence since the fall of 2004, and we

felt that it would be premature to dissolve it. Community Concerns needs to grow and develop before a fair evaluation of its effectiveness can be made.

For all of the aforementioned reasons, the Bylaws Task Force voted unanimously not to dissolve the Task Force on Community Concerns.

To help develop and further define the task force, we supported the suggestion that the College Assembly Chair Elect meet with the Task Force on Community Concerns to develop new charges as per the duties of the Chairperson-Elect described in 1.0602, item A of the College Assembly Bylaws. We will also revisit the issue of representation on the Task Force by some outside groups, as per the request of the Chair of Community Concerns.

D. Campus Diversity – Ms. Theresa Orosz, Chair

No Report

E. Campus Life – Dr. Christine Harrington

Charge:

Report on the implementation status of recommendations submitted by your Task Force in 2005, approved by the College Assembly and forwarded to/signed by the College President.

Report:

Upon investigation, Dean Lewis reported that preliminary plans to enhance spaces for students have been approved for the areas listed below:

College Center:	Second floor Main Lobby and Cafeteria Lobby First Floor - Bunker Lounge has been re-designated as a student lounge.
Edison Hall:	Lobby
Main Hall:	Lobby
IRC:	First Floor vestibule area

The spaces will provide a variety of seating arrangements designed to be multifunctional, attractive and comfortable. Work is scheduled to begin upon the completion of the Enrollment Center.

Rationale:

Space concerns remains important to our task force members. We investigated the status of the report on student space that was made in 2004, and are pleased to provide the College Assembly with this update.

Questions were asked regarding student space considerations for L'Hommedieu Hall and Dean Lewis responded that after the completion of Phase I of the space allocation/implementation that the need for additional student spaces will be considered. Professor Picardo told the Assembly that she would investigate the report of benches appearing in the hallways of L'Hommedieu Hall which are reportedly creating excessive noise problems.

Report #2:

The college hired a consultant in 1999 to conduct a comprehensive Environmental Health and Safety survey. Dr. Laura Newton conducted the survey and presented the college with a report outlining a number of areas of non-compliance. She followed up with a series of recommendations that should be implemented to assure compliance. Dr. Bakum decided to resurrect the College-Wide Health and Safety Committee to take responsibility for evaluating the report and determining which of the recommendations should be implemented. Diane Trainor was chair of the committee. By 2002 all recommendations were satisfied. The committee continued to meet, although sporadically. The purpose of the committee had been met and thus meetings were not as necessary. Diane Trainor spoke to Dr. La Perla-Morales and she suggested that this responsibility was already a part of the Campus Life Task Force. After discussing this matter, it was agreed that the College-Wide Health and Safety Committee would disband. Urgent health and safety issues would continue to be directed to the Health and Safety Office and non-urgent issues would be directed to the College Assembly Chair for consideration as a charge to the Task Force on Campus Life. As the Task Force on Campus Life is presented with charges relating to health and safety, we will consult with prior members of the College Wide Health and Safety Committee for their guidance. We currently have a Director or Representative from Health and Safety assigned to our task force.

Rationale:

Urgent health and safety matters have always been and will continue to be directed to the Health and Safety Office. The original goal of the College-Wide Health and Safety Committee has been accomplished and there is already an avenue via the Campus Life Task Force to address non-urgent campus community safety and health and safety concerns, as it is currently listed as purpose C.

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F. Community Concerns – Ms. Darlene Yoseloff

No Report

G. Curriculum - Professor Phyllis Fleming, Chair

Recommendations:

CPT 210 - Process Technology Systems

New Course and New Course Code

CPT 212 - Process Technology-Operations

New Course and New Course Code

CPT 226 - Process Technology Co-op Ed

New Course and New Course Code

Motion to accept recommendations:

Mov: R. Luke Sec: S. DelVecchio

A motion was made to amend CPT 226, Process Technology Co-op Ed, under the section, Detailed Course Description. Amendment to read:

A cooperative work experience program employing students in technical positions to gain practical experience necessary for success in process technology. Supervision of this departmentally approved position is provided by the College through either the Chemistry/Physics or the Counseling and Career Services Department through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a bi-weekly, two-hour seminar on campus and work a minimum of 180 hours a semester. Individuals must be recommended by the faculty of the department and register with the Department of Counseling and Career Services.

Mov: C. Harrington Sec: M. Laskowski-Sachnoff

Vote on amendment:

App: Unanimous Opp: 0

Amendment passes.

Vote on amended recommendation:

App: Unanimous Opp: 0

Motion passes.

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Education Practitioner: Change in Curriculum

Motion to accept recommendation:

Mov: A. Snopek Sec: J. Baker

Vote on recommendation:

App: Unanimous Opp: 0

Motion passes.

Report:

An Overview and PowerPoint Presentation on the Curriculum Approval Process

Handout: curriculum approval process PowerPoint slides

Professor Phyllis Fleming announced that a Curriculum Workshop will be held on Thursday, February 23, 2006 from 2:00 to 3:20 p.m. Emphasis will be on the completion of curriculum forms to help expedite the approval process.

Professor Fleming also mentioned that the Curriculum Task Force was working with Dr. Hays on the approved Fast Track approval process. Questions were raised about what constitutes a minor change and Prof. Fleming volunteered that the Curriculum Task Force was carefully considering how fast track determination should be made. Discussion regarding change in textbook resulted in clarification that this is not a change that must go through Curriculum and the College Assembly. It was reiterated that new courses were not to be considered for fast track.

Professor Picardo also announced that the College Assembly office is beginning to transition to the use of electronically submitted information for curriculum and other Assembly business.

She thanked Professor Fleming for preparing and presenting the PowerPoint on the Curriculum approval process. She asked the Assembly to encourage the faculty and Department Chairs to attend the February 23rd workshop.

H. Educational Resources - Mr. Lewis Ostar, Chair

No Report

NEW BUSINESS

None

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REPORT OF THE CHAIR

1. All Curriculum items that came before the College Assembly at the December 1, 2005 meeting were approved by the College President. To be implemented by the Vice President for Academic and Student Affairs.
2. Please insure that all curricula items are through Division Council, signed by the respective Dean and submitted to the College Assembly office by March 10, 2006. This will allow the Curriculum Task Force time to review the curriculum in April. The short month in March, due to Spring Break from March 11-16, necessitates this March 10th deadline. The final meeting of the College Assembly is May 4, 2006. Please remember when moving your curriculum forward that other departments are doing so at the same time, and that the Curriculum Task Force reviews curriculum in the order in which it's received (first in, first out). It's important to remember that the College Assembly office must receive these items from the Curriculum Task Force by April 17th in order to be on the agenda for the final, May 4th College Assembly meeting. If you have any questions, please contact me or Professor Fleming. This information will also appear on the InfoNet and will be sent via campus mail to the Department Chairs, Deans and Division Council Chairs.
3. A meeting for student members of the College Assembly and Task Forces was held on Monday, January 30th. In addition to the agenda of our regular meeting, the students participated in a focus group held by the Campus Life Task Force concerning the student role in college governance, which was one of their charges this year. Dr. Harrington, Chair of the Task Force, led the focus group and will share the results with the Assembly at a subsequent meeting. Eight (8) students participated. The meeting was also attended by Dr. John Herrling, Ms. Evelyn Rosa and Chair Elect Professor Jeffrey Spector.
4. The next student meeting will take place on Monday, February 27, in the College Center, Room 314 at 11:00 a.m. All are invited to attend.
5. The Assembly is reminded that all recommendations to be voted on at the next College Assembly meeting must be submitted to the Assembly Office on or before February 17, 2006. The next regular meeting of the College Assembly will be held on Thursday, March 2, 2006.

RECOGNITION AND HEARING FROM THE PUBLIC

None

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ADJOURNMENT

Motion to Adjourn:

Mov: S. DeIVecchio Sec: A. Snopek

There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Alice L. Picardo
Chair, College Assembly

ALP:ls